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25X1

OPTI 5010-104

UNITED STATES GOVERNMENT

Memorandum

TO : Director of Training CONFIDENTIAL DATE: 3 February 1965

FROM : Personnel Officer, OTR

SUBJECT: Bi-Weekly Activity Report #2

25 YEAR RE-REVIEW

I. SIGNIFICANT ITEMS:

None

II. OTHER ITEMS:

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Area Faculty

All of the instructors involved in the abolishment of the Area Faculty have been interviewed by Chief, Personnel Operations Division regarding their status and the efforts now in progress to locate suitable assignments for them elsewhere in the Agency. Also, the Retirement Branch has provided each individual with information regarding retirement benefits available to him, should he be eligible for discontinued service retirement.

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Bi-Weekly Activity Report, PO/TR, 3 February 1965

Reassignments

25X1

25X1 2. Arrangements have been made for to be interviewed by on 4 February 1965 for a possible assignment with the Office of Personnel.

25X1 3. was interviewed on Thursday, 21 January 1965 by OCI Admin for a clerical position which she had hoped would lead to professional work. was very impressed by file, but could not guarantee her that she would move to professional work, even after eighteen months in the clerical job they offered her. Therefore, she declined the offer and has asked that we look elsewhere in the Agency. Since she is only a GS-04 Clerk-Typist it will be impossible for any office to slot her in a GS-07 position which is usually the beginning grade for professional work. If we cannot find a suitable position for her outside of OTR, would like a clerical position with OTR.

25X1 4. interviewed on Monday, 25 January 1965 and accepted her as an assistant to to fill the GS-05 vacancy in PPS. She seemed quite pleased by this turn of events so we were quite surprised when she informed yesterday that she will resign on 12 February 1965 to accept a position with General Electric. She apparently obtained the position through an employment agency for the fee of $200 most of which she has already paid.

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25X1 5. will replace in the Registrar Staff and
25X1 would like to have a clerk to replace Ed. The Office of Personnel
has us on their priority list for this clerk. We are also recommending
25X1 that be considered for this assignment.

25X1 6. has displayed a most willing and cooperative
attitude since the announcement of the abolishment of the Area Faculty.
She has stated that she will accept any position where her services can
25X1 be utilized. Since do not feel that
25X1 she would be satisfactory to their needs, we are leaving tempo-
25X1 rarily detailed to LTS to help in his transfer to the Intelli-
gence School.

25X1 7. file is being shopped by the Office of Personnel
since she would like the Headquarters Building if she cannot remain with
LTS.

25X1 8. would like to be reassigned to the DDP in the
25X1 hope of going to We have arranged an interview for her with
25X1 of Panel D. However, unless she is willing to be more
flexible about where she will go, there is little chance for her transfer.

9. Panel D is also looking into the possibility of picking up
25X1
25X1

Retirements

25X1 1. is making final arrangements with the Office of
Personnel for his retirement in April 1965. Bob will remain on the job
through April and his retirement will be effective at the expiration of
25X1 any annual leave which he would forfeit otherwise. will report
to OTR on 29 March 1965 to overlap with Bob.

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25X1

2. has applied for Disability Retirement. The necessary paper work has been forwarded

25X1 to Personnel with a request that the action be expedited since is unable to work and his leave will run out shortly.

25X1

3. intends to submit his application for military retirement to be effective 30 September 1965. He plans to accept contract employment in his present position at that time. A military replacement for Bill, therefore, will not be required.

TDY

25X1

A 30 day TDY has been approved for prior to his PCS return to Headquarters for consultation regarding his next assignment.

Return to Duty

25X1 will return to duty from maternity leave on Monday, 15 March 1965. She will return to her former position as secretary to

25X1

Rotation

25X1

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